



May 31, 2013

Lorenzo S. Legaspi, Vice-Chancellor, Business Services
Chabot-Las Positas Community College District
5020 Franklin Drive
Pleasanton, CA 94588

**SUBJ: AWARD NOTIFICATION with Special Conditions - PY 2013/2014 WIA Grant Funds
Tri-Valley One-Stop Career Center / Chabot-Las Positas Community College District**

Dear Mr. Legaspi,

Congratulations on your recent award by the Alameda County Workforce Investment Board (ACWIB) for Workforce Investment Act (WIA) Grant funds for Program Year 2013/2014, as detailed in this notification. The PY 2013/2014 contract will stipulate special conditions that must be met before execution of the contract:

1. The Tri-Valley One Stop (TVOS) will retain its current location until a lessee is selected to occupy the space. Within 72 hours of receipt of a notice to vacate, the TVOS will notify the WIB department.
2. Submit a transition plan to the WIB department for approval that includes: a location, relocation timeline, service recovery plan/relocation timeline, and evidence of partner support.
3. Submit a copy of actions taken by the CLPCCD Board to relocate the TVOS.

This letter transmits information concerning the funding allocation and planned contracting necessary to implement the program activities on or after July 1st. Attachment A to this letter contains:

Funding Notification: This states the PY 2013/2014 allocations for Adult and Dislocated Workers Programs.

PY 2013/2014 Performance Goals: This states the performance targets and deadlines.

SERVICES: Workforce Investment Act (WIA) One-Stop Career Center Operation

FUNDING SOURCE: WIA Title I – PY 2013/14 Adult Formula Grant –CFDA # 17.258
WIA Title I – PY 2013/14 Dislocated Workers Grant – CFDA# 17.278

FUNDING AWARD: Adult Programs: \$ 158,485
Dislocated Workers: \$ 234,742

GEOGRAPHIC AREA: Cities of the Tri-Valley Area / Pleasanton, Dublin, Livermore (but may serve all of Alameda County excluding Oakland)

CONTRACT PERIOD: July 1, 2013 - June 30, 2014

PROGRAM LIAISON: Lazandra Dial, Program Financial Specialist (510) 780-8768

This Funding Notification is not a contract and does not guarantee that a contract will be executed between your Agency and the County of Alameda. Any contract written will be pursuant to the actions and conditions set by the Alameda County Workforce Investment Board (WIB) and in compliance with Alameda County Social Services Agency (SSA).

Please be advised that the total amount of the contract and the payment of invoices by the County are conditioned upon receipt of adequate funds from the State of California. The County reserves the right to reduce the amount of consideration to be paid under this contract if it does not receive adequate funds from the State of California. Under such circumstances, a corresponding adjustment in services to be rendered by Contractor will be made by mutual agreement of the parties.

Please review the attachment to ensure that your Agency is in agreement with the information provided. Your assigned Program Liaison will provide technical assistance in assuring that all terms and conditions of the award are met.

The contract package will be forwarded to your organization no later than **June 10, 2013**. No invoice payments can be made until the entire contracting process has been completed and both parties have signed all required documents. Review and approval of the contract package by County staff must occur before the Alameda County Board of Supervisors' designated representative schedules the contract for County signature.

In addition, the following issues must be addressed in the Contract prior to completion:

1. If your agency's "Identified Signatory" has changed, your agency must have a Board Resolution Authorizing the person to sign contracts attached to the packet.
2. If indirect costs are to be claimed, a letter certifying the percentage and acknowledgement by the cognizant agency must accompany the contract packet.
3. Insurance coverage must be current and must include endorsement of additional insured as specified in Exhibit C of the contract package.

The Contractor will receive close out procedures before the end of the PY 2013/14 contract period that will include a 45-day reconciliation period.

The Alameda County Workforce Investment Board and the WIB Department staff look forward to working with your agency in our partnership to serve workers and employers in the community.

Sincerely,

Nick Schultz
WIB Director

Attachment
cc: Rafael Valle
Patti Castro
Jennifer Mitchell